



MINUTES

Service Committee of the Legislative Council

June 27, 2005

First Meeting of the 2005–2006 Biennium

MEMBERS PRESENT:

Senator Nancy Boettger, Temporary Vice Chairperson

Senator Michael Gronstal
Senator Stewart Iverson, Jr.

MEETING IN BRIEF

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Dennis Prouty, Secretary to the
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- I. Procedural Business.
- II. Consideration of Central Staff Agency FY 2006 Budgets.
- III. Consideration of Personnel Reports.
- IV. Consideration of Amendment to Sick Leave Conversion Program.
- V. Consideration of Appointment to Department of Administrative Services Customer Councils.
- VI. Consideration of Citizens' Aide Reappointment.
- VII. Authorization of Central Agency Director Reviews.
- VIII. Materials Filed With the Legislative Services Agency.



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I. Procedural Business.

Call to Order. Members of the Service Committee of the Legislative Council met on Monday, June 27, 2005, in Room 22, State Capitol, Des Moines, Iowa, from 10:15 a.m. to 10:38 a.m. Lacking a quorum, the Committee took no formal action but members in attendance did make recommendations to the Legislative Council for its approval.

II. Consideration of Central Staff Agency FY 2006 Budgets.

The members of the Service Committee in attendance recommended that the Legislative Council approve the proposed budget and budget allocations for the fiscal year beginning July 1, 2005, pursuant to Iowa Code section 2.12, as submitted by the following agencies:

- Legislative Services Agency
- Office of Citizens' Aide/Ombudsman

III. Consideration of Personnel Reports.

A. Legislative Services Agency.

The members of the Service Committee in attendance received and filed the annual personnel report from Mr. Dennis Prouty, Director of the Legislative Services Agency, and recommended that the following employees be promoted. All promotions proposed are subject to performance review with approval of an effective date to be determined by the director of the agency.

- Ms. Kathy Wesely, from Finance Officer 2, grade 27, step 5, to Senior Finance Officer, grade 31.
- Ms. Charlotte Mosher, from Executive Secretary, grade 24, step 6, to Supervising Legislative Document Technician, grade 25.
- Ms. Nicole Navara, from Executive Secretary, grade 24, step 6, to Supervising Legislative Document Technician, grade 25.
- Ms. Sandra Laust, from Administrative Secretary, grade 21, step 6, to Supervising Legislative Document Technician, grade 25.
- Mr. Craig Cronbaugh, from Legislative Information Officer 3, grade 30, step 3, to Acting Legislative Information Office Director 1, grade 32.
- Mr. Jason Koth, from Computer Systems Engineer 2, grade 32, step 3, to Senior Computer Systems Engineer, grade 35.
- Ms. Valerie Van Vlair Hansen, from Computer Systems Analyst 3, grade 32, step 3, to Senior Computer Systems Analyst, grade 35.
- Mr. Ron Robinson, from Legislative Analyst 3, grade 35, step 3, to Senior Legislative Analyst, grade 38.
- Ms. Deb Kozel, from Legislative Analyst 3, grade 35, step 3, to Senior Legislative Analyst, grade 38.
- Ms. Lisa Burk, from Legislative Analyst 1, grade 29, step 4, to Legislative Analyst 2, grade 32.



- Ms. Mary Beth Mellick, from Legislative Analyst, grade 27, step 5, to Legislative Analyst 1, grade 29.
- Ms. Stephanie Hoff, from Assistant Editor 3, grade 30, step 4, to Deputy Administrative Code Editor, grade 35.
- Ms. Teresa Vander Linden, from Assistant Editor 2, grade 27, step 4, to Assistant Editor 3, grade 30.
- Ms. Diane Ackerman, from Research Analyst 2, grade 32, step 4, to Research Analyst 3, grade 35.
- Ms. Keri Kelsey, from Legal Counsel, grade 30, step 3, to Legal Counsel 1, grade 32.
- Mr. Roger Karns, from Assistant Editor 2, grade 27, step 2, to Assistant Editor 3, grade 30.
- Mr. Matt Hanify, from Publications Assistant, grade 21, step 3, to Assistant Editor 1, grade 24.
- Ms. Nicole Hoffman, from Legal Counsel 2, grade 35, step 6, to Senior Legal Counsel, grade 38.
- Mr. Tim McDermott, from Legal Counsel 2, grade 35, step 5, to Senior Legal Counsel, grade 38.
- Mr. Joe McEniry, from Legal Counsel 2, grade 35, step 4, to Senior Legal Counsel, grade 38.
- Ms. Rachele Hjelmaas, from Legal Counsel 1, grade 32, step 4, to Legal Counsel 2, grade 35.

B. Office of Citizens' Aide/Ombudsman.

The members of the Service Committee in attendance received and filed the June 2005 and the annual personnel report from Mr. William Angrick II, the Citizens' Aide/Ombudsmans and recommended the addition of a Senior Finance Officer position to the Office's table of organization and the approval to fill an additional Assistant position to be primarily responsible for human services.

The members in attendance also recommended that the following employees be promoted, subject to performance review with approval of and effective date set by the director of the agency.

- Ms. Angela Dalton, from Assistant, grade 27, step 3, to Assistant 1, grade 29.
- Ms. Jeri Burdick Crane, from Finance Officer 2, grade 27, step 5, to Senior Finance Officer, grade 31.

IV. Consideration of Amendment to Sick Leave Conversion Program.

The members of the Service Committee in attendance recommended that the Legislative Council approve an amendment to the sick leave conversion program adopted by the Legislative Council on June 29, 2004. The amendment provides that all eligible legislative employees who retire from state service shall be eligible to receive a cash payout of banked sick leave up to \$2,000, and any remaining sick leave balance shall be converted to be used to pay the employer's share of monthly health insurance premiums. The amendment is necessary to maintain the income tax exemption for health insurance premiums paid by the State on behalf of retired employees. The amendment



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also clarifies that the conversion rate applies per employee to the employee's total accrued sick leave hours.

V. Consideration of Appointment to Department of Administrative Services Customer Councils.

Pursuant to Iowa Code section 8A.121, the Department of Administrative Services (DAS) is required to establish, by rule, a Customer Council responsible for overseeing departmental operations with regard to services provided to ensure that the department meets the needs of affected governmental entities. Iowa Administrative Code rule 11-10.5 provides that DAS Customer Council membership may include a legislative branch representative, in addition to the nine state agency representatives, to be appointed by the Legislative Council. Pursuant to this authority, members of the Service Committee in attendance recommended that the Legislative Council appoint the Secretary of the Senate or the Chief Clerk of the House, or a designee, to the DAS Customer Councils.

VI. Consideration of Citizens' Aide Reappointment.

Members of the Service Committee in attendance recommended that the Legislative Council reappoint William P. Angrick as Citizens' Aide for a four-year term commencing July 1, 2005.

VII. Authorization of Central Agency Director Reviews.

Members of the Service Committee in attendance recommended that the Legislative Council authorize the legislative leaders to appropriately review annually the performance of the central agency directors and to approve salary adjustments for the directors.

VIII. Materials Filed With the Legislative Services Agency.

- FY 2006 budget for central staff agencies.
- June 2005 annual personnel report from the Legislative Services Agency.
- June 2005 annual personnel report from the Office of Citizens' Aide/Ombudsman.
- Sick leave conversion program amendment.

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